



Recycled and Environmentally Preferable Products and Services Guide

Massachusetts Statewide Contracts

Operational Services Division

**Volume XVIII
October 8, 2003**

Printed on 30% post-consumer content recycled paper

Introduction

The Commonwealth of Massachusetts, through a coordinated effort at the Operational Services Division (OSD), made great progress in their “buy recycled” program during Fiscal Year 2003, expanding their purchases of products made with recycled content and adding purchases of other environmentally preferable products (EPPs), such as those which diminish energy consumption or reduce the amount of toxics. Many agencies and political subdivisions also initiated their own efforts to procure these goods, as a means of stimulating markets for raw materials and encouraging local economic growth.

This Guide has been prepared by OSD, in cooperation with the Executive Office of Environmental Affairs and Department of Environmental Protection, in an attempt to assist Commonwealth agencies and political subdivisions in identifying and procuring products made with recycled content and having other environmentally preferable attributes. The products and services listed in this guide are those which appear on Commonwealth statewide and limited user contracts and which are available to all state agencies and political subdivisions.

In addition to the products on statewide contracts, there are many other recycled and EPPs available to Commonwealth purchasers. Individual agencies interested in learning more about EPPs not listed here, or desiring help in purchasing these goods, should contact the OSD staff for assistance, or consult the OSD environmental web page on the Internet (www.mas.gov/osd/enviro). Future editions to this Guide will include other EPPs as they become available.

New EPPs are constantly becoming available through statewide contracts. OSD encourages agencies and political subdivisions to inform the agency of any recycled and other environmentally preferable products they believe should be part of a statewide price agreement.

The Guide Has a New Look!

From now on, the *Recycled and Environmentally Preferable Products and Services Guide to Massachusetts Statewide Contracts* will be updated on a page-by-page basis and be produced to be stored in a three-ring binder.

Why did the format change?

- **More frequent and timely updates.** Historically, to update the guide we had to reprint it in its entirety, a labor-intensive and costly thing to do. That's why updated versions of the Guide were published two or three times a year. Now we will be able to reissue separate pages of the publication and make them available to you immediately on our website. All you will need to do is to replace the old pages with the new ones.
- **Saving paper.** Since updates to the Guide typically affect only selected pages while the bulk of the publication remains the same, the new design will allow us not to waste paper reprinting the entire book two or three times a year to keep it updated.

How do I get updates?

Step One. Register for our newsletter at www.mass.gov/osd/enviro/newsletter_form.html. The newsletter will notify you when an update is published and will always provide a link to the update.

Or just check out the Reports and Handbooks page of our website www.state.ma.us/osd/enviro/material.htm.

Step Two. Download the update from our website.

Step Three. Replace the old pages of the Guide with the new pages.

What if I don't have Internet access?

Call Dmitriy Nikolayev, Environmental Purchasing Project Specialist, at (617) 720-3351 and the update will be mailed to you.

OSD environmental contacts are:

Marcia Deegler
Environmental Purchasing Program Manager
OSD, 1 Ashburton Place, 10th floor
Boston, MA 02108-1552
(617) 720-3356/ (617) 727-4527 fax
marcia.deegler@osd.state.ma.us

Dmitriy Nikolayev
Environmental Purchasing Project Specialist
OSD, 1 Ashburton Place, 10th floor
Boston, MA 02108-1552
(617) 720-3351/ (617) 727-4527 fax
dmitriy.nikolayev@osd.state.ma.us

Table of Contents

Introduction	2
How to Use this Guide	4
OSD's Environmentally Preferable Products Procurement Program	4
Using Massachusetts Statewide Contracts	5
Comm-PASS and OSD Home Page	6
Accessing Statewide Contracts Via the Internet	7
Tips to Writing Green Specifications	8
Writing a Buy Recycled Policy	9
Draft – Model / Sample Policy	10
Definitions	11
Recycled Product Resources	12
Recycled Purchases Tracking Form	13

PRODUCTS	PAGE	PRODUCTS	PAGE
Anti-freeze, Recycled	15	PRIME GROCER- <i>paper plates & trays, paper towels, toilet tissue, napkins, plastic trash bags, disposable wipes</i>	41
Bio-Based Lubricants	16	Printing, Photocopying & Mailing Services	42-44
Boxes, Recycled Corrugated	17	Promotional Items, Recycled	45
Building Materials & Supplies (selected items)	18	Safety Vests, Recycled Plastic	46
Carpet and Flooring Products & Services – <i>various carpeting, rubber matting, vinyl flooring</i>	19-20	Tires, Retread	47
Cleaning Products, Environmentally Preferable	21-22	Toner Cartridges, Laser Printer, Remanufactured	48
Compost Bins	23	Traffic Cones and Safety Products, Recycled	49-50
Compost and Mulch, Recycled	24	Trash bags, Plastic, Imprinted	51
Containers and Carts, Recycling Set Out	25	Vehicles, Electric (Zero Emission)	51
Electrical & Lighting Supplies & Equipment	26	Vehicles, Hybrid	52
Express Delivery Services	27	Vehicle Parts, Motorized Accessories	52
Fitness Equipment, Reconditioned	27	Water Treatment / Pool Ionization	53
Foodservice Equipment, Efficient	28	SERVICES	
Glass Beads, Recycled	28	Asbestos and Lead Paint Abatement Services	54
Hospital Supplies, Remanufactured & Used	29	Environmental and Maintenance Diagnostic Testing Services	55
Industrial / Commercial Supplies	30	Fluorescent Lamp & Ballast & Computer Recycled	56
Motor Oil, Re-Refined, Antifreeze and Other Lubricants	31	Hazardous Material Collection Services – <i>including hazardous waste collection events</i>	57
Office Furnishings, Remanufactured	32	Integrated Pest Management (IPM)	58
Office Supplies, Recycled	33	Paint Collection	59
PAPER - <i>copier, laser, rag bond, cut/flat stock, computer, forms, envelopes (white / kraft / tyvek)</i>	34	Scrap Tire Disposal Services	60
PC Contract	35-36	Solid Waste and Recycling Services	61
Photocopier Equipment and Supplies	37-38	Surplus Office Disposal Services	61
Plastic Lumber, Recycled	39-40		

How to Use this Guide

This Guide contains an **alphabetical listing** of all the products and services that involve recycled content or have other environmentally preferable features available on Massachusetts Statewide Contracts. For each of the products/services listed, the Guide provides:

- A summary of the items with recycled content or other environmentally preferable features,
- Contract number,
- List of contractors (i.e. vendors on contract),
- Contract expiration date
- OSD Procurement Team Leaders (PTLs) or other contacts.
- Actual product pricing (where possible)
- Sources of additional information/tips for using the contract.

Please keep in mind that **sometimes partial awards are made to vendors**, which means each vendor listed may not offer all the items included in the contract. As public purchasers, you have the option to buy from any of the vendors listed.

The Guide also provides **introductory information** on purchasing environmentally preferable products and accessing statewide contracts (e.g. using the Commonwealth Procurement Access and Solicitation System, writing green specifications, etc.

OSD's Environmentally Preferable Products Procurement Program Services Available to Massachusetts Public Purchasers



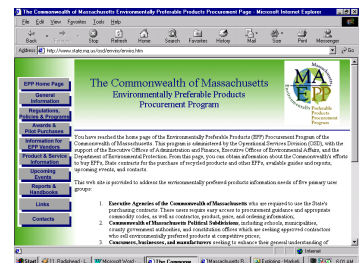
The Environmental Purchasing Program provides a number of services for state agencies, municipalities, authorities and other political subdivisions assisting them in buying environmentally preferable products.

Receive free EPP publications!

- Get a copy of the *Recycled and EPPs Guide to Massachusetts Statewide Contracts*.
- Check out the program Fact Sheets: from paper and office supplies to water treatment technologies.
- Subscribe to the email *EPP Buyer Updates*, which provide up-to-date information on current contracts, new products and events.

Add our website to your favorites: www.mass.gov/osd/enviro

- See up-to-date contract information
- Access product and service resources
- Link to all EPP contract pages on Comm-PASS
- Download all our publications
- Subscribe to the EPP Buyer Update newsletter
- Apply for the Pilot Purchase Program and Buy Recycled Awards



Meet vendors! Ask questions! Get free samples!

Visit the **Annual Buy Recycled and EPPs Vendor Fair and Conference every fall in Worcester, MA!** The EPP Vendor Fair is the program's signature event. Every year, it brings together over 700 buyers, and environmental and business managers from state agencies, county and municipal governments, public schools, colleges and universities. The program includes over 100 EPP vendor exhibits, dynamic workshops and roundtables. Use this unique opportunity to learn about the growing variety of EPPs available in the market, meet their suppliers and those who are already buying these products!

Host a workshop!

- Ask OSD's EPP staff to come in and deliver a workshop or a short presentation at your meeting introducing your staff to green products, their benefits and ways to save.

Test products!

- OSD's Pilot Purchase Program offers public agencies opportunities to test EPPs at a fraction of the cost.

Win an award!

- Every year, the Program awards state agencies, municipalities and businesses for outstanding efforts in purchasing EPPs.

USING MASSACHUSETTS STATEWIDE CONTRACTS

A Guide for Political Subdivisions

PURPOSE and BENEFITS OF STATE CONTRACTS

- ◆ Statewide contracts, or Price Agreements offer Commonwealth purchasers a means of procuring quality, or “**best value**” goods and services easily and efficiently.
- ◆ Because the specification writing, bidding, and evaluation have been done for you, as well as an award based on volume purchases, state contracts should represent a considerable **time and cost savings**.
- ◆ Because the product and/or service research (and often product testing) has been done for you, the goods you purchase are more likely to perform well, and offer adequate warranties.
- ◆ Currently **hundreds of EPPs are available** through Statewide Contracts, offering products made with recycled content, are energy efficient, or provide some other environmental benefit. You are encouraged to take advantage of these contracts in starting or expanding your environmental purchasing programs.

WHO IS ELIGIBLE TO USE STATE CONTRACTS?

- ◆ In addition to all state agencies, these contracts are available to **independent authorities, municipalities, and all other political subdivisions**, and other eligible entities (such as approved purchase of service entities), **regardless of geographic location**. These entities include all municipal departments, municipal and/or county purchasing cooperatives, state colleges and universities, and public schools/districts.
- ◆ **Chapter 30B Entities** - Buying Recycled is not precluded under Chapter 30B according to the Office of the Inspector General for the Commonwealth; *“Cities, towns, and other local government bodies that have decided to purchase paper and other products made from recycled materials need not hesitate to do so, even if similar non-recycled products are available at a lower price”* (OIG Procurement Bulletin, March, 1998).

PURCHASING FROM STATE CONTRACTS

- ◆ Simply call the vendor of choice as listed in the guide and place your order. You will need to reference the contract name and number. Prices are frequently established within contracts, although sometimes prices will be identified as a catalogue discount, or must be requested on a case by case basis.
- ◆ Unless the contract allows for a delivery charge, vendors must deliver to all parts of the state at no extra charge. In some contracts, minimum orders may apply.

WHO SHOULD POLITICAL SUBDIVISIONS CONTACT FOR QUESTIONS or MORE INFORMATION?

- ◆ You may also call the procurement team leader (PTL) or either of the environmental purchasing contacts indicated on the contract page of this guide.
- ◆ **Comm-PASS** can be accessed by anyone with an Internet connection. (See details on the upcoming page).

Comm-PASS and OSD Home Page

The Commonwealth Procurement Access and Solicitation System (Comm-PASS, www.Comm-PASS.com) and OSD's Home Page (www.mass.gov/osd) can be useful tools for accessing contract information. Recently, the two sites have acquired a new look and also merged – you get to the same web page if you use either link with Comm-PASS appearing as one of the features. These changes were meant to enhance the user experience with the sites. All the functionality available from the old Comm-PASS continues to be available. This section provides information on how to use Comm-PASS and the new OSD Home Page to locate contract information.

The site is organized based on the visitors' intentions. The four top-level intentions/ categories (appearing at the top of the page and also in the center) are "Sell to the State", "Buy Off a Contract", "Conduct a Procurement", and "Explore More Services".

All **Comm-PASS** features appear in the top-left corner of the page.

The **News and Updates** section contains links to OSD's newsletter (*OSDiscussions*), events, and other new information of interest.

Related Links are additional sources of information, documents, forms, related agencies, etc.

Here is a closer look at the Comm-PASS features the way they are displayed on the new Comm-PASS / OSD Home Page:

Current Statewide Contracts is a link that gives you access all OSD's current statewide contracts grouped by category relevant OSD Updates.

The **View Solicitations** feature allows you to **browse** business solicitations that are open (i.e. bids are still being accepted) or closed. Most statewide contracts in this Guide can be found as closed solicitations where the purchasing entity is Operational Services Division.

The **Search** feature has recently been enhanced making it easier to search for the contracts you need (See next page for search tips)

Help Desk: 1-888-MA-STATE **(1-888-627-8283)** This toll-free number connects you to dedicated staff at OSD who will walk you through any segment of navigating and/or downloading Comm-PASS information and statewide contract documents.



Accessing Statewide Contracts Via the Internet

- 1) For easy access to award information for statewide contracts in a specific category, use the “Current Statewide Contracts” function on the Comm-PASS menu at www.Comm-PASS.com.
- 2) If you are not sure the contract you are looking for is statewide, use Comm-PASS’s browse functions. Click on the “View Solicitations” link on the Comm-PASS menu. On the following page, select one of the following:
 - **View Open Solicitations** [By Category] [By Purchasing Entity] **(active bids)**
 - **View Closed Solicitations** [By Category] [By Purchasing Entity] **(contracts already awarded)**

All statewide contracts are accessible by viewing solicitations “by purchasing entity” and selecting Operational Services Division from the list of entities. If you are not sure which agency issued the business solicitation (bid, RFR or contract), you should view open and closed solicitations by product “category” as opposed to “purchasing entity”. To locate business solicitations that way, please use the following steps:

- Choose one of the 19 general procurement categories provided that best matches your area of interest (e.g. to buy traffic cones, click on the bullet titled “Vehicles and Other Transportation”). These categories include:
 - ⇒ Architectural and Engineering Services
 - ⇒ Clothing and Toiletries
 - ⇒ Construction - Buildings (Vertical)
 - ⇒ Construction - Heavy & Highway (Horizontal with subcategories)
 - ⇒ Energy, Utilities and Fuels
 - ⇒ Environmental Services
 - ⇒ Facilities/ Real Property (with subcategories)
 - ⇒ Food/ Groceries Supplies & Services
 - ⇒ Human and Social Services (with subcategories)
 - ⇒ Information Technology Equipment, Supplies, & Services
 - ⇒ Live Animals and Related Supplies & Services
 - ⇒ Medical, Dental and Laboratory Supplies & Services
 - ⇒ Office Equipment Supplies & Services
 - ⇒ Professional Services
 - ⇒ Public Safety Equipment, Supplies & Services
 - ⇒ Raw Materials
 - ⇒ Recreation/ Education Supplies & Services
 - ⇒ Surplus Supplies & Equipment Disposal
 - ⇒ Vehicles and Other Transportation
- Scroll down the list of RFR or Contract Titles for the commodity or service in which you are interested. (NOTE: This list is in the order of the most recently posted document and not alphabetical).
- Click on the underlined title to link directly to the RFR or contract page.
- Here you may have several forms of information from which to chose, including such items as:
 - ⇒ RFR and/or Contract Summary
 - ⇒ Actual Text of the RFR and or Contract
 - ⇒ Addendum to the RFR
- Click on the underlined link to view the document you desire
- To download, or print the document, chose the appropriate link and follow the directions. If you need help with this step, any preceding steps, or for any questions relating to the Commonwealth’s Procurement page and selected links, call the toll-free HELP DESK number for assistance.

Find It Faster!

If you know the State Contract number (e.g. OFF06, VEH 18)...

1. On the Comm-PASS menu, **click on “Search for Solicitations and Contracts.”** The next page will guide you to the “Search” feature.

2. On the Search Page, under “**Direct Document Number Search**” enter the contract number into the “Document Reference Number” box and click “Search”

TIPS ON WRITING GREEN SPECIFICATIONS

If you chose not to use a statewide contract for a particular commodity, here are some tips to keep your buy recycled program on target:

SIMPLE REVISIONS TO YOUR CURRENT SPECS MAY BE ALL YOU NEED

- ◇ No need to sacrifice quality when buying EPPs. Just be sure your **specifications are based on performance**, not aesthetics(e.g. stringent color limitations) and eliminate wording that may preclude recycled or EP products, such as “virgin paper only”

TALK TO VENDORS

- ◇ Talk to your current suppliers to learn about what recycled products are available and reasonable standards for post-consumer recycled content (also, see the Resources page of this guide)
- ◇ Ask vendors to provide information on availability and pricing of EPPs in their bid responses

BUILD IN FLEXIBILITY

- ◇ You can build flexibility into your bid specifications by giving manufacturers and suppliers an opportunity to provide **“alternative products”**. The alternatives may contain recovered materials and meet your needs. This enables you to award only EPPs if desired, or offer buyers a choice of options
- ◇ Include a **price preference** in your bid for products with recycled content
- ◇ At the very least, include a **request for information** in your bid that will provide you with data on availability and price for future purchases(e.g. information on chlorine free paper)

INCLUDE DEFINITIONS

- ◇ Include standard definitions of what you mean by such words as recycled, recovered materials, remanufactured (see the Appendix of this guide for help, or call the OSD contacts)

HOLD A PRE-BID CONFERENCE

- ◇ A pre-bid conference provides an opportunity for industry representatives to help you amend specifications and bid documents to enable recycled products to compete

AVOID AWARDING BIDS ON AN ALL-OR-NOTHING BASIS

- ◇ As recycled product vendors may be able to supply some, but not all of the products you request, provide a method for either **partial awards** to more than one vendor, or awards by product grouping, or categories

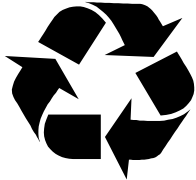
ADVERTISE BIDS WIDELY

- ◇ Expand your bidder’s list to include recycled product manufacturers and use the Internet when possible

SERVICE CONTRACTS

Grow your environmental program by enlisting the help of your **service contract vendors**. When bidding service contracts, or working with current vendors, encourage or require those vendors to use products, which contain recycled materials or are environmentally preferable. For example:

- ◇ **Janitorial service providers should be required to use only recycled paper towels** which contain a minimum of 40% post-consumer content and recycled toilet paper which contains a minimum of 20% post-consumer content
- ◇ Ask janitorial contractors to provide **less-toxic cleaner** options for your facility
- ◇ Food service vendors should be required to use **only paper products with recycled content**, including paper towels(see above for content) and napkins which contain a minimum of 30% post-consumer content; also, include specifications which encourage recycled content trash liners and the recycling of cardboard, glass, steel and plastic containers
- ◇ Request whenever possible the use of **unbleached, or non-chlorine bleached paper products**



RECYCLED PRODUCT PURCHASING POLICY

"CLOSING THE LOOP"

Recycling does not end at the curbside and office "blue bin" - it begins there. Only by **purchasing** products manufactured with recycled content can communities create and stimulate markets for the recyclable materials collected. Both the Federal Government and Commonwealth of Massachusetts have recognized the importance of buy recycled efforts by making a commitment to purchase a number of targeted products that contain a designated level of post-consumer recycled content (e.g. copy paper, envelopes, janitorial paper goods). Buying recycled is the critical link in closing the recycling loop.

PURPOSE OF A WRITTEN POLICY

Establishing a successful Buy Recycled Program is a several-step process involving vendors, users and procurement officials. Experience tells us that many existing programs began with a written buy recycled policy that offers guidelines and clearly defines the purpose and goals of the effort. A written policy demonstrates a strong commitment, serves to break down the traditional barriers of buying recycled and, overall, generates greater recognition and support for the program.

Many Massachusetts communities (see box) have already taken the lead in adopting a formal written buy recycled purchasing policy as part of their recycled procurement programs. A policy can be anywhere from two sentences to several pages, depending on the level of detail a community chooses to address. Assistance for drafting a buy recycled policy and copies of policies already in place in Massachusetts, can be obtained from the contact listed below.

Municipal Buy Recycled Policies

Close to 300 municipalities that have written policies.

Cambridge	Springfield
Waltham	Somerville
Chelmsford	Wesport
Maynard	Brookline
Sudbury	Pittsfield

(above are just a few examples)

STEPS TO A SUCCESSFUL BUY RECYCLED PROGRAM

Step 1 - Drafting a Buy Recycled Policy

- **Obtain a commitment from the "top"** - Getting support from the leaders of your community or organization is one of the most important steps you can take to ensure the success of your program. For cities and towns this may be the Mayor, Town Manager or Board of Selectmen. Such an endorsement will go a long way in overcoming much of the resistance you may encounter in implementing a buy recycled program by making clear that the program is to be a "team" effort with the full support of top officials.
- **Writing the Policy** - Use broad language which encourages the procurement of recycled products whenever feasible and when cost, performance and availability are not compromised. In determining where best to focus your efforts, take a look at what others are doing; target specific products that are widely available and cost competitive, such as paper, toner cartridges, paint and oil; consider a price preference; and use statewide contracts whenever possible (see below).

Step 2 - Using State Contracts -- Because the specification writing, bidding, and evaluation have been done, as well as an award based on volume purchases, state contracts should represent a considerable time and cost savings. Currently there are over two dozen Massachusetts state contracts that offer recycled products, including copy paper and office supplies, envelopes, janitorial paper products, toner cartridges, trash bags, traffic control devices, boxes, bins, antifreeze, re-refined oil, office panels, paint and printing services. Call the Operational Services Division (OSD) for a Recycled Products Guide of state contracts.

Step 3 - Communicate Your Efforts -- Get the word out! Most people want to do the right environmental thing. Let them know that you are establishing a buy recycled program and be sure to elicit the support of others, such as recycling coordinators, school teachers and students, conservation commission members, environmentally aware area businesses, etc. during the drafting and approval process as well as afterwards. Think about getting a memo from the Mayor to all departments, consider hosting a workshop (OSD can help you set this up), include an article in municipal newspapers or newsletters, and apply for OSD's annual buy recycled award.

For assistance on Buy Recycled issues, please contact Marcia Deegler, OSD, (617) 720-3356, marcia.deegler@osd.state.ma.us or Dmitriy Nikolayev, OSD, (718) 720-3351, dmitriy.nikolayev@osd.state.ma.us. Mailing Address: One Ashburton Place, Room 1017, Boston, MA 02108-1552.

DRAFT MODEL RECYCLED PRODUCT PROCUREMENT POLICY

BASIC POLICY

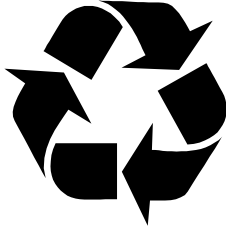
In recognition of the need to make more efficient use of our natural resources, create markets for the materials collected in recycling programs, reduce solid waste volume and disposal costs, and serve as a model for private and public institutions, the City/Town of _____ is committed to purchasing products which are environmentally preferable and/or made of recycled materials whenever such products meet quality requirements and are available at reasonable prices and terms.

To the maximum extent practicable, the following standards should be adhered to:

- a) For all purchases of printing and writing paper for in-house use or custom printed materials by professional printers, including copier paper, offset paper, forms, stationary, envelopes, tablets, notepads and file folders, the minimum content standards shall be no less than 30% post-consumer recycled materials to meet the current state and federal minimum standards.
- b) Town departments shall ensure that all contracts for printing require the inclusion of an imprint identifying the recycled content of the paper whenever practicable, along with the recycling symbol.
- c) For the purpose of measuring the progress of the program and success in meeting the recycling goals of the Commonwealth, each department shall report purchases of recycled products to the Town Manager (or other appropriate municipal chief/ board) on July 30 for the previous fiscal year.

OPTIONS TO ADD TO THE BASIC POLICY

1. Any deviation from the standards under part “a)” above, must be approved by the Town Manager (or other appropriate municipal chief/ board). The decision not to procure recycled content printing and writing paper meeting these standards shall be based solely on a determination that a satisfactory level of competition does not exist, that items are not available under a reasonable time period, or that items fail to meet reasonable performance standards or are only available at an unreasonable price.
2. Consider targeting additional items to be purchased only with recycled content, such as, but not limited to, janitorial paper products, paint, remanufactured toner cartridges and office(cubicle) panels, office supplies, trash bags, energy efficient office equipment, re-refined oil and anti-freeze. (This can be done in the initial policy, or added afterwards). To secure these products, departments should consult the Commonwealth of Massachusetts Recycled Products Guide for State Contracts, published by the Operational Services Division and shall adhere to EPA Recommended Affirmative Procurement Guidelines whenever practicable.
3. Each department shall implement paper reduction techniques through the use of duplexing, sharing and circulating materials, use of electronic mail, and reuse of discarded paper for draft work, scrap paper and internal messages.
4. The head of each city/town department should incorporate waste prevention and recycling in daily operations and should work to expand markets for recovered materials through greater preference and demand for recycled products and by revising current purchasing specifications to encourage and promote their purchase.
5. Town departments shall implement a price preference (10% if possible) to encourage the procurement of recycled and environmentally preferable products.
6. The City/Town shall require its contractors and consultants to use and specify recycled products in fulfilling contractual obligations wherever practicable.



DEFINITIONS

**Include these in your bid language
to clarify environmental specifications**

Environmentally Preferable Product(EPP) - A product or service that has a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. Such products or services may include, but are not limited to, those which contain recycled content, minimize waste, conserve energy or water, and reduce the amount of toxics either disposed of or consumed.

Energy Star is a Federal standard applied to office equipment for the purpose of rating the energy efficiency of the equipment. Energy Star computers, monitors, and printers save energy by powering down and going to “sleep” when not in use, resulting in a reduction in electrical bills and pollution levels.

MBE – a Minority Business Enterprise certified by the State Office of Minority and Women Business Assistance (SOWMBA).

Post-consumer Content - Products generated by a business or consumer which have served their intended end uses, and which have been separated or diverted from solid waste for the purpose of collection, recycling and disposition.

Pre-consumer Materials (also known as Post-Industrial) are generated by manufacturers and product converters. Instead of being trashed, the materials such as trimmings, damaged or obsolete products, or overruns are collected and incorporated into a manufacturing process.

Price Preference - When a government agency, municipality or department, or any other entity is willing to pay a higher price (usually 5 - 10%) for recycled or environmentally preferable products.

Recycled Products means goods which contain materials which have been diverted from the solid waste stream, including post-consumer materials, and materials and/or by-products generated in industrial processes, or which have been wholly or partially remanufactured.

Recovered Materials are waste materials and byproducts which have been recovered or diverted from solid waste, including post-consumer materials and materials generated in industrial processes.

Remanufactured Products are those products or equipment partially or fully manufactured from existing product materials where such materials are cleaned and repaired to the extent possible and reused in the new product or equipment. All unusable parts are to be removed and replaced with new or remanufactured parts which meet OEM standards.

Recyclability - The ability of a product or material to be recovered from or otherwise diverted from the solid waste stream for the purpose of recycling.

“Unreasonable Price” - Prices for recycled paper goods may be considered “unreasonable” if the cost is greater than 10% of the lowest responsive virgin material bid. However, for other products, please remember that purchasers should consider the cost of maintenance, frequency of replacement and disposal costs, in addition to the purchase price, to get the “true” or “life-cycle” cost of a product.

WBE – a Women’s Business Enterprise certified by the State Office of Minority and Women Business Assistance (SOWMBA).

W/MBA – a Minority and Women’s Business Enterprise certified by the State Office of Minority and Women Business Assistance (SOWMBA).

RECYCLED PRODUCT RESOURCES

Writing specifications and identifying opportunities for procuring environmentally preferable products can sometimes be difficult and time consuming. Below is a list of resources which may be helpful in developing a buy recycled program or in locating recycled products.

Operational Services Division (OSD)

With 2 full-time staff people dedicated to environmental procurement issues and a **Resource Library** of vendor and product information, OSD can help you design a program, prioritize your efforts and write a bid. OSD also has **various recycled products fact sheets** for paint, oil, toner cartridges, paper, anti-freeze, envelopes, office supplies and others. These fact sheets are available free of charge. Call Marcia Deegler, Environmental Purchasing Program Manager, at (617) 720-3356 or Dmitriy Nikolayev, Environmental Purchasing Project Specialist, at (617) 720-3351, or find information about products, contracts, and upcoming events by accessing the Internet at: <http://www.state.ma.us/osd/enviro/>

Buy Recycled Business Alliance

The Massachusetts Buy Recycled Business Alliance, in conjunction with the Department of Environmental Protection (DEP), publishes and updates annually, the **Buy Recycled Resource Directory** and offers *fact sheets* on specific recycled products. For more information, call the BRBA (617) 236-7715.

Chelsea Center for Recycling and Economic Development

The Chelsea Center for Recycling and Economic Development was launched by the Commonwealth of Massachusetts in 1995 to create jobs, support recycling efforts, and help the economy and the environment by working to increase the use of recyclables by manufacturers. The Chelsea Center's mission is to create an infrastructure for a sustainable materials economy in Massachusetts, where businesses will thrive that rely on locally discarded goods as their feedstock, and that minimize pressure on the environment by reducing waste, pollution, dependence on virgin materials, and dependence on disposal facilities. For more information, call the Chelsea Center at (617) 887-2300

Trade Associations

Many trade associations exist which can be helpful in providing information about recycled products and identifying local vendors. Below is list of some of these associations, but for a more comprehensive list, call OSD.

- **American Forest & Paper Association** (800) 878-8878
- **American Plastics Council** (800) 243-5790
- **Tire Retread Information Bureau** (408) 372-1917
- **Steel Recycling Institute** (508) 266-1847

Other

There are many other places to get information on recycled products, including:

- The yellow pages may provide listings of recycled product vendors in your area
- Your own vendor, who may offer the very recycled products you are looking for
- Other agencies or municipalities - check with neighboring purchasers to learn of their success with recycled product purchasing
- Massachusetts EPP Procurement web page (www.state.ma.us/osd/enviro/)

Recycled Content Product Purchasing Report

City / Town _____

Period Covered _____ to _____

Department _____

Purchaser _____

Phone # _____

Date	Product Type	Product Brand Name	Vendor Name	Total \$ Spent	Recycled Content %	State Contract Yes/No	Comments

